Groups

MyEBC Quick Overview for Leaders

MyEBC is the database that we use at Eagle Brook. As a group leader, you have access to manage your group in this system. There are a lot of great things you can do through MyEBC to connect with your group, and there are a few things that we really need you to do, as the leader.

To log in, head to myebc.ccbchurch.com, then click on the name of your group under *My Groups* on the right-hand side.

Manage your group roster. *(Required)*

This is the most important feature to keep up-to-date! We love to know who is currently connected in groups and who isn't, so we can reach out to them and help them get connected.

- From your group's page: Group Actions > Edit Participant List > Add or invite new people
- To remove, go to the Edit Participant List page, check their name and on the dropdown, select "remove from group," then hit ok.

Keep your group info updated. *(Required if your group is searchable)*

If your group is on Group Finder, keep your group information updated. The name of your group and your group description is what's going to catch the eye of someone who is scrolling through all the open groups—so be creative!

- From your group's page: Group Actions > Edit Setting

Create events. *(Optional)*

You can create invites for events, just like you could with an e-vite! Use it to plan a small group get-together or a serving project.

- From your group's page: Calendar > New Event (Don't request rooms & resources)
- From the event page, once it has been created: Guest List > Invite People

Create a Need list. *(Optional)*

You can utilize this feature to create a list of what people should bring to a BBQ or to arrange sign-up for meal delivery for someone in need. The options are endless! When people are informed of the need, they simply click which one they are willing to take or sign up for. It's super easy and a great tool to use.

- From your group's page: Needs > New Need > *Fill the form out* > Inform People